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CORRESPONDENCE - GENERAL

Signature Record and Cover Sheet, Form 26 - The use of this form is mandatory. It shall be used as a cover sheet for all correspondence classified Top Secret, and to record the name of each person who sees the document. A Form 26 is prepared and attached to each copy of Top Secret correspondence transmitted within the Agency. Consult your Area Top Secret Control Officer for proper procedures in within the form.

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CONFIDENTIAL

CORRESPONDENCE - GENERAL

g. Courier & Classified Mail Accept, Form Nos. 35-16 and 35-16a

(to be redesignated Form Nos. 240 and 2000) - All envelopes or
packages containing material classified CONFIDENTIAL and above,
and transmitted between buildings within or outside CIA, are
customarily accounted for by Courier's Classified M. 1 Receipts.
Receipts are prepared in an original and the copy. The original

Copy one is inserted in window pocket or securely attached to envelope or package without packetx window pocket. Copies 2 and 3 contains legging information for use by eriginator and recipient. Form 240a (pink) is used for transmitting material classified TOP SECRET.

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EXHIBIT 15

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Courier Receipt and Log Record, Form 240 - All envelopes or packages containing material classified CONFIDENTIAL and above, and transmitted between buildings within or outside CIA, are customarily accounted for by Courier's Receipts. Receipts are prepared in an original and two copies. Copy one is inserted in window pocket or securely attached to envelope or package without window pocket. Copies 2 and 3 contains logging information for use by originator and recipient. Form 240a (pink) is used for transmitting material classified TOP SECRET.

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